



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: DEVELOPMENT AND DISTRIBUTION OF POLICIES ADOPTED BY THE BOARD OF SUPERVISORS	Policy Number: A-1	Page Number 1 of 4
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I. PURPOSE

The purpose of this policy is to:

- A. Establish a formalized process for the development, review, approval, and distribution of policies adopted by the Board of Supervisors to guide the administrative functions of County departments.
- B. Ensure prompt distribution of policies throughout the County system to County department heads and officials as designated.
- C. Establish a system for periodic review and revision of adopted policies.

II. POLICY

- A. All policies proposed to be submitted to the Board for adoption shall be reviewed prior to submittal by subject matter experts appropriate for the particular policy and appointed by the Chief Administrative Officer. Subject matter experts may include, for example, a member of the Board of Supervisors, representatives from County Counsel, the Auditor-Controller' Office, Human Resources, or a specialist from the primarily affected department.
- B. All proposed policies shall be well organized, up to date, and clearly written, generally no more regulatory in nature than state law or codes in surrounding jurisdictions, and consistently written following the basic framework set forth in Policy A-1.1, Policy Writing Guidelines.
- C. All adopted policies shall be periodically reviewed to assure relevance, timeliness, and accuracy. To ensure that this review occurs, all policies must contain a sunset date approved by the Board.
- D. Detailed procedures implementing policies adopted by the Board shall be issued as a directive by the Chief Administrative Officer and maintained within an Administrative Procedures Manual.
- E. The Clerk of the Board shall be responsible for the organization of the Board of Supervisors Policy Manual as well as the distribution and timely review of all policies. The Chief Administrative Officer shall be responsible for the organization of the



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Administrative Procedures Manual as well as the distribution and timely review of all procedures to implement the adopted policies.

III. PROCEDURE

- A. When the Board of Supervisors desires to establish a new County policy on its own initiative, the Chief Administrative Officer notifies the responsible department of the Board's action. The responsible department then drafts the proposed policy, which must be approved by the department head, and submits the draft to the Chief Administrative Officer. In addition, any accompanying documentation such as a Board letter or previous policy statement should be sent to the Chief Administrative Officer. The Chief Administrative Officer shall convene a group of subject matter experts relevant to the particular policy to review and comment upon the proposed draft. A representative of the responsible department is required to attend meeting in order to answer any questions. The department shall ensure that an appropriate sunset review date has been proposed for each policy.
1. The group of subject matter experts may approve the proposed policy, or may send it back to the drafting department for further changes.
 2. Upon approval of the draft, the group of subject matter experts may direct the department to submit the policy to the Board of Supervisors. The responsible department shall ensure that the draft policy conforms to the standardized policy format including a recommended sunset date of no more than four years unless otherwise recommended by the group of subject matter experts.
 - (a) If the Board accepts revision(s) to the policy, the Clerk of the Board reviews the policy to ensure that it is in the correct format and makes non-substantive changes as needed (deleting any superseded policies, assigning a policy number for new policies, recording a new sunset date, and adding the approving Board order information). The Clerk of the Board notifies County departments of the Board's action and uploads the policy with the new sunset review date onto the County web site.
 - (b) If the Board repeals a policy, the Clerk of the Board notifies County departments of the Board's action and deletes the policy from the County web site.



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- (c) If the Board recommends changes to the draft policy, the Clerk of the Board notifies the responsible department.
3. If the Board recommends changes to the draft policy, the responsible department redrafts the policy based on the Board's direction and submits the draft, which must have the department head's approval, to Chief Administrative Officer. The Chief Administrative Officer shall process the revised draft in the manner set forth in paragraphs 1 and 2 above.
- B. When a department has developed a policy recommendation on its own initiative and is seeking the Board's approval of the policy, the department shall develop a draft policy and submit it to the Chief Administrative Officer. The proposal shall be reviewed according to the procedures set forth under Section A above.
- C. The Clerk of the Board is responsible for inputting and controlling the sunset review of the Board policies included in this Policy Manual. A standard four-year sunset review date will be applied unless otherwise approved by the Board.
1. Three months prior to the sunset review date contained in the policy, the Clerk of the Board sends notice of the required sunset review to the responsible department, with a copy to the Chief Administrative Officer. The notice shall contain a deadline of six (6) weeks from the date of the notice for the responsible department to submit a recommendation and, if needed, a revised draft policy to Chief Administrative Officer for consideration.
2. The responsible department submits a recommendation (extend the policy currently in effect, amend the policy, or delete the policy), which must have the department head's approval, to the Chief Administrative Officer, who shall process the recommendation following the procedures set forth in Section A above.

IV. REFERENCE

V. RESPONSIBLE DEPARTMENT

Clerk of the Board of Supervisors
Chief Administrative Office

VI. DATES ISSUED AND REVISED; SUNSET DATES:

Issue date: 3/31/1987

Sunset review date:



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Revision date:

Sunset review date:

9/30/2017

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